

WOODLAND PARK PLANNING COMMISSION
REGULAR MEETING MINUTES
WOODLAND PARK CITY COUNCIL CHAMBERS
July 27, 2006
7:00 PM

- I. CALL TO ORDER AND ROLL CALL
Commissioners present were Todd, Hartsfield, Maluschka, Miller, Morrison, Smith and Ullo. Staff present were Napoleon, Riley and Weien. Commissioner Scott was absent.
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES OF PREVIOUS MEETING
No corrections of the minutes of the June 22, 2006 meeting were noted and stand approved by consent.
- IV. REQUESTS AND/OR PUBLIC HEARINGS
 - A. **Case CUP06-002 Old Church Square CUP:** Request for the City's review and approval of a Conditional Use Permit (CUP) to operate a Day Care facility to serve a maximum of 30 children, ages 4 to 6 years old, located on Lots 1-3, 20-22, Block 7, Woodland Park Original Town, City of Woodland Park, Teller County, Colorado, more specifically 107 W. Henrietta Ave., and zoned Central Business District, as requested by the owners, Richard and Susan Smith.

Riley presented a PowerPoint presentation showing the Old Church Square building as well as adjacent properties. The area that will be used as the playground was shown and where the proposed fence will be installed. Parking lot area was shown as well as adjacent parking areas available for use of this proposed daycare.

Discussion took place regarding evaluation of the site, access, parking, fence construction, and recorded Ordinance. Potential future occupants of this building were discussed with the owner, Richard Smith, and his vision of those occupants. Commissioners addressed questions to the owner, as to the size of his building, safety issues and inspections, etc.

Commissioners address questions as to the requirements of the licensing from the state department. Heather Kenyon, Director of Happy Trails Daycare, answered questions regarding this process. Ms. Kenyon explained to the commission that the Teller County Health Department had already completed their inspection and the facilities were approved. The Fire Chief, Jim Heenan, will be inspecting the

building on Tuesday, August 1, 2006. These inspections must be completed prior to the application being sent into the State Department. Once the application is approved, then the State Department does an on-site visit to complete the approval process. The facility is inspected yearly by the State Department as part of the renewal process of the daycare license.

Chairman Todd opened the public hearing portion of the meeting. As no one in the audience wished to speak regarding this case, the public comment period was immediately closed.

Ullo addressed staff as to the language in Section 2 of the Ordinance being rather vague and suggested it reflect the exact square footage of the leased space being utilized for this CUP. Staff concurred that this information should be added to the CUP Ordinance.

Included in the Planning Commission's discussion was an issue raised that the Commissioners wanted to convey to the Council. That issue centered on the compliance in accordance with the current and future occupancy of the building codes and the fire regulations for the protection of health and safety of the day care children, particularly when additional occupancy of the building occurs. The owner, Dick Smith is aware of this issue.

MOTION: Hartsfield moved to approve Case CUP06-002 Old Church Square CUP with the three conditions stated in the Staff Report and the modification of the Ordinance to include specific square footage. Smith seconded motion. Approved 7-0.

V. REPORTS

- a. Chairman's Report – none
- b. Planning Director's Report – The June Monthly Planning Department Report was distributed.

A draft copy of the "Policy for City Council Appointments to Boards and Commissions" was distributed. Napoleon shared that this draft policy will be an agenda item at the August 3, 2006 City Council meeting. A highlight of the policy changes from past practice is that the City Clerk will monitor all applications of individuals wishing to serve on City boards and commissions. Another change reflected in this policy is that boards and commissions will not do preliminary interviewing and make recommendations to Council. Council will conduct all interviews. To create the draft, policies from various communities were collected and used. If this proposed policy is accepted then there will be a need

to make some changes to the current Planning Commission Bylaws to reflect this new policy

VI. DISCUSSION AND COMMENT

Chairman, Todd, expressed his regret that the Planning Commission will not be a part of the interview process for future commissioners. Napoleon encouraged attendance at the August 3, 2006 to share opinions.

Smith commented that the monthly report reflects a very low number of new single-family residences permit having been issued in 2006 compared to this time in 2005. Smith questioned if the small inventory of lots is a factor in this lack of new construction. Discussion took place as to lot availability and new subdivisions that are in the development process but not completed.

VII. ADJOURNMENT

Chairman, Todd, adjourned the meeting at 7:55pm.

Recorded by,

Maggie Weien

This _____ day of _____, 2006.

John Todd, Chairman